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DIRECTOR OF CENTRAL INTELLIGENCE
Intelligence Information Handling Committee
 WASHINGTON, DC 20505

IHC/MM 87-113
 15 April 1987

15 APR 1987
 IHC STAFF

MEMORANDUM FOR:

DIA/RSE-1

FROM:

IHC Executive Secretary

SUBJECT:

Sample ADP Media Security Labels

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1. At Attachment C are several sample sheets of the ADP media security labels that correspond to those given in Director of Central Intelligence Directive (DCID) 3/14, Annex B (Attachment A). Future stocks of those labels that have Standard Form Numbers will be available through the Federal Supply Service (FSS) in May or June 1987. Availability of the "CLASSIFIED SCI" labels is expected to be through the usual SCI channels that provide compartmented cover sheets; details are being worked out at this time. Dates of their availability are not yet known.

2. Use of SCI and non-SCI labels is specified in DCID 3/14, Annex B and use of non-SCI labels is mandated by the Information Security Oversight Office (ISOO), after current stocks of other ADP media security labels are depleted. As a reminder, it is the responsibility of each IC agency to write implementing instructions appropriate to their unique needs, but incorporating the use of the DCID 3/14 labels.

3. Attachment B is ISOO's implementing instruction for the use of the non-SCI labels. Upon reading the instruction, one might get the impression that intelligence organizations must use the specific "CONFIDENTIAL", "SECRET", AND "TOP SECRET" labels to appropriately mark ADP media which contains or has contained non-SCI classified intelligence information. However, according to Steve Garfinkle, Director of ISOO, that interpretation is not correct. His office has officially advised IHC that organizations may mark intelligence information with the generic "CLASSIFIED" (non-SCI) and "UNCLASSIFIED" labels, as long as the classification of the medium is identified on the "DATA DESCRIPTOR" label. In other words, DCID 3/14, Annex B does not conflict ISOO's instructions, which are "understood" to be minimum requirements.

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Chairman

Attachments:

- A. Director of Central Intelligence
 Directive 3/14, Annex B,
 Intelligence Community Standards for
 Security Labeling of Removable ADP Storage Media
- B. Federal Register, Vol. 52, No. 60,
 Monday, March 30, 1987, Rules and Regulations
 (for the Use of Standard Forms, i.e. ADP Media
 Security Labels)
- C. Labels

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UNCLASSIFIED

DCID 3/14-1
(Updated January 1987)DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE 3/14¹

INFORMATION HANDLING COMMITTEE

(Effective 4 May 1982)

Pursuant to the provisions of Section 102 of the National Security Act of 1947 and Executive Order 12333, an Information Handling Committee (IHC) is hereby established.

1. Mission

The Committee will advise the Director of Central Intelligence (DCI) on the establishment of common objectives for Intelligence Community information handling and coordinate the achievement of these objectives through improvement and integration of Intelligence Community information handling systems.

2. Definition

Information handling includes the functions of receipt of information from collection sources, dissemination, transformation, indexing, categorization, storage, retrieval and presentation, automatic data processing, telecommunications, and teleprocessing related thereto.

3. Functions

Under the general guidance of the Deputy Director of Central Intelligence, the Committee will:

- a. formulate and recommend to the DCI policies and programs for the establishment of an Intelligence Community information handling system;
- b. monitor and coordinate implementation of plans and programs approved by the DCI;
- c. recommend to the Intelligence Community improvements in methods and facilities for information handling that will eliminate unwarranted duplication of files;
- d. develop and promulgate within the Intelligence Community standards, procedures, and formats for the representation of information to facilitate its exchange among Intelligence Community components and establish procedures to promote Intelligence Community compliance with applicable Federal Government data standardization programs;²
- e. monitor and report on research and development efforts in the scientific, academic, and industrial communities in information science to ensure optimum use of this research by the Intelligence Community;
- f. identify Intelligence Community research and development needs and promote interagency exchanges of information and cooperation in research and development of information processing;
- g. in coordination with the DCI SCI Forum³, ensure that the security aspects of information handling systems are given appropriate consideration; and
- h. promote the establishment of education and training programs in information science.

¹ This directive supersedes DCIDs 1/4 and 1/15, effective 18 May 1976.

² Federal Information Processing Standards Publication No. 28, *Standardization of Data Elements and Representations*, 5 December 1973, U.S. Department of Commerce, National Bureau of Standards.

³ See DCID 1/11, dated 3 July 1986, paragraph 2.e.

UNCLASSIFIED

federal register

**Monday
March 30, 1987**

Part II

Information Security Oversight Office

**32 CFR Part 2003
National Security Information; Standard
Forms; Final Rule**

B



UNCLASSIFIED

DCID 3/14-1
(Updated January 1987)DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE 3/14¹

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